

**Meeting Minutes**

**Officers Present:** Suzan Cruz, Chair; Charlotte Cooke, Chair-Elect; Katie McCoy, Past Chair; Megan Cunningham, Secretary/Treasurer; Allison Peeler, Parliamentarian; Lisa Cuevas, Communications Coordinator.

**Senators Present:** Alisha Carter Harris, Alexis Guess, Allyson Gardner, Amanda Bennett, Amy Ferman, Audra O’Neal, Chris Cunningham, Corey Davidson, Devin Axtman, Elizabeth Berry, Emily Gautraud, Erin McKinnis, Kaitlin Anderson, Karen Goss, Kayla Green, Koby Osowski, Louise Dunn, Margarita Venegas, Monique Scales, Natalie Bernard, Stephanie McDonald, Steven Tudor.

**Guests Present:** Amanda Zhao, Angela Whitfield, Carmen Auerbach, Cherie Ichu, Dorothy Boyle, Grace Colby, Katie Hebert, Keshia Wilkins, Kristi Klusman, Kristina Smith, Linda Mckeiver, Melissa Schneider, Michelle Hurt, Rhonda Arthur, Rob Pearson, RoyAnn Cox, Sarah Loch-Test, Sonia Vazquez, Suzan Gehrlein, Travis Hicks, Valerie Parker, Vesta Stacy, Wendy Comfort.

**I. Call to Order (5 minutes): 3:01 PM**

**II. Speakers/Presentations (20 minutes)**

- i. Wendy Comfort, Sr. Assistant Director, Fitness & Membership (Recreational Sports)
  - a) We aim to provide as many resources as possible.
  - b) Here to talk about a little bit of what we have going on through rec center from a virtual standpoint that is available to the entire UNT community.
  - c) We are expanding what we are offering well past our members. It is more important for us to be more active now.
  - d) Our main program called *Choose to Move* started on May 3, but people are still allowed to join.
  - e) We are recommending for people to active for 30 minutes every day from May 3 to May 30.
  - f) We offer live virtual classes on Zoom, and some classes on our YouTube page.

g) We are working on additional family content. A 30-minute class called Family fun is taught at 10 am on Fridays. We do a bunch of different activities and it does not matter the age.

**ii. Valerie Parker, HR Representative**

a) UNT does not dictate carryover limit. It is governed by the Texas Government Code.  
b) The current carryover limits are contained in the vacation policy manual under the vacation policy (05.055) in the table of carryover limits.

c) It is structured on a calendar year.

d) Question (Suzan Cruz): Do we know when we are going to get the list of people who received Staff Appreciation month award so that Staff Senate can appreciate them?

(1) Valerie Parker: Will work with the head of that committee and provide a response.

e) Question (Devin Axtman): If you already have a previously approved vacation that you will not be able to go on, do you talk to your supervisor about that for getting your hours back to your balance?

(1) Valerie Parker: Always have the conversation first with your supervisor and then put it on e-leave for it to be approved officially on the system.

f) Question (Stephanie McDonald): I have monthly pre-tax deduction from childcare, but I am not using those funds right now because I am not doing the childcare. Usually, you get reimbursed when you turn in your receipts. Do you know if there is a way or anything been done right now?

(1) Valerie Parker: Will confirm and provide an answer.

g) Question (Rob Pearson) – Any word when the UPO-31 will be due electronically?

(1) Valerie Parker: Not yet. There will be announcements as we get closer to university opening.

h) Question (Suzan Cruz): What happens to the floating holiday? Do you lose it if you do not use it by August 31?

(1) Valerie Parker: Will confirm and provide an answer.

**III. Consent Agenda Discussion Items (10 minutes)**

**i. Ad Hoc and University Committees**

a) None.

#### **IV. Approval of Minutes**

- i.** No discussion.
  - a)** Amy Ferman moved to approved, Kayla Green seconded – motion passed.

#### **V. Constituency Concerns (5 minutes)**

- i.** None.

#### **VI. Officer Reports (10 minutes)**

- i.** Chair Report – Suzan Cruz
  - a)** President Town Hall went very well. There needs to be more, especially since there are a lot of questions about what returning to school will look like.
- ii.** Chair-Elect Report – Charlotte Cooke
  - a)** Through campus engagement we want to recognize that the Multicultural Center has celebrated 25 years.
  - b)** The Division of Institutional Equity and Diversity has some great resources.
  - c)** A Zoom seminar called *Unlikely Allies in the Academy Interest Meeting* is coming up next week on May 20.
- iii.** Budget Report – Megan Cunningham
  - a)** We have returned our budget.
  - b)** We are doing many things without spending money.
- iv.** Communications Report – Lisa Cuevas
  - a)** Let us know if there is anything you want included in the newsletter or social media.
- v.** Parliamentarian Report – Allison Peeler
  - a)** Update on Staff Senate Elections.
    - (1) Elections will close end of day on May 15. Devin and Stacy will give further details.

#### **VII. Staff Senate Committee Reports (10 minutes) -- these meetings will be held after the general meeting**

- i.** Communications and Public Relations- Erin McKinnis
  - a)** A breakdown of Staff Senate social media data:
    - (1) Facebook- Followers: 556, Daily Page Engaged Users: 734, Posts: 44, Negative Feedback: 0, Top Post: April 27.

- (2) Twitter- Followers: 1,197, Posts: 27, Retweets: 11, Likes: 40, Top Tweets: April 20 & April 28.
- b)** Email Lisa Cuevas and Erin McKinnis if there are any webinars or events you would like to feature on social media.

**ii.** Bylaws and Elections- Devin Axtman

**a)** Staff Senate General Elections –

- (1) Elections have been going on.
- (2) There have been more random issues and concerns this year. Let us know if you have any questions about ballot.
- (3) Elections will end on May 15 and the results will be released after that.
- (4) The next task for the Bylaws & Election committee is to look at some of the interesting situations that have come up with these elections and see if there are things we can improve on.
- (5) Once the elections are over, we might have a few other vacancies that will need to be filled.
- (6) Let your constituents know that elections close on Friday.
- (7) Let us know if any of your constituents did not receive the elections ballot.

**iii.** Policy and Benefits Committee - Kayla Green

- a)** A lot of people have not been able to use the Family First Coronavirus Response Act code. HR said the new deadline is Friday, May 15.
- b)** Open enrollment will be June 29 through July 11.

**iv.** Staff Development – Louise Dunn

- a)** Our new online Lunch and Learn session is now called Staff Senate AHA which stands for At Home Academy.
- b)** Our committee has been very busy with organizing various AHA sessions.
- c)** We have already presented several, starting back in April, and we are going to continue them through July. We are going well above the six sessions required for the year.
- d)** Some of the topics we have scheduled are: May 28 - Handwriting Workshop: Techniques for Improving Adult Penmanship; June 2 – The Socially Distanced Faith Community – Spirituality During Covid-19; June 3 – Book Discussion; June 4 – Belly Dancing; and June 17 – Introduction to Origami.

**VIII. Old Business**

- i. None.

**IX. New Business**

- i. Our new climate.
  - a) Every day is different, and no one can say what tomorrow can be.
  - b) Need to reach out to your constituents and let them know that Staff Senate is here for them, and that we are here to get answers to their questions.

**X. Adjournment: 4:11 PM**

- i. Megan Cunningham moved to adjourn, Allison Peeler seconded – motion passed.